United Nations ST/IC/2008/52/Add.1

Secretariat

20 October 2008

# Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for recruitment to the Professional category of staff members from other categories**

**Addendum**

1. The purpose of the present circular is to advise staff members in the General Service and related categories who wish to take the 2009 competitive examination for recruitment to the Professional category of the following additional occupational group for which the examination is to be held:

**Economics**, which covers work such as that of economic affairs officers, transnational affairs officers and international development officers.

2. The minimum eligibility criterion is a three-year first-level university degree, broadly related to the occupational group. Detailed requirements are as follows:

**Economics**: first-level university degree in macroeconomics, microeconomics, international trade, political economy, econometrics, development planning and analysis, economic development and growth or public economics. Training in fundamental economic theory is a basic requirement.

3. Staff members who wish to submit an application should complete the application form contained in the annex to the present information circular and submit it with all the required documentation and a copy of their most recent performance report to the Central Examinations Board by 14 November 2008.

* Expiration date of the present information circular: 31 December 2009.

08-56120 (E) 231008

# Annex

## Application for the competitive examination for recruitment to the Professional category of staff members from other categories

**(United Nations Secretariat staff members only)**

All correspondence with candidates will be conducted on the basis of the information given. It is the responsibility of the candidates to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

**Note: The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 14 November 2008.**

### Section I. Personal data

Please type or print legibly.

Last name (family name): | | | | | | | | | | | | | | | | | | |

First name: | | | | | | | | | | | | | | | | | | |

Nationality: | | | | | | | | | | | | | | | | | | |

Sex: F M Index No.:[a] | | | | | | | Category: | | Present level: | |

Type of appointment: Fixed-term: | | Probationary: | | Permanent: | |

Expiration or review date: Day: | | Month: | | Year: | | | |

Date of birth: Day: | | Month: | | Year: | | | |

Date of entry into the United Nations Secretariat: Day: | | Month: | | Year: | | | |

Date of latest PAS: Day: | | Month: | | Year: | | | |

**Please submit a copy of your latest Performance Appraisal System report (PAS) with your application.**

[a] Usually appears on your monthly salary statement or grounds pass; if not, please contact your personnel officer to obtain your number.

Main language (mother tongue): _____

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Administration _____ Economics _____ Finance _____ Information technology _____

Public information _____ Security _____ Social affairs _____ Statistics _____

Duty station: _____

Department/office: _____

(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Home telephone No _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examinations? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐
2007 ☐ 2008 ☐

For which occupational group(s)? _____

Did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐
2007 ☐ 2008 ☐

## Section II. Education[b]

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied to take or have taken a previous G to P examination, must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will result in the application being disregarded.

| ***Certificate, diploma or degree*** *(Exact title in original language. For work towards a degree, please list number of credits.)* | ***Institution name*** ***Place*** ***Country*** | ***Period of study*** Month Year | ***Description of courses or main field of study*** |
|---|---|---|---|
| Secondary studies | | From: | |
| | | To: | |
| Post-secondary studies | | From: | |
| | | To: | |
| | | From: | |
| | | To: | |
| | | From: | |
| | | To: | |
| | | From: | |
| | | To: | |

If you need more space, attach additional pages.

[b] You are strongly encouraged to attach your current personal history profile or personal history form in lieu of completing sections II, III and IV of the present form.

## Section III. Relevant professional experience

List and briefly describe any professional experience that you feel is relevant to your application.

## Section IV. Languages

If you passed a United Nations language proficiency examination (LPE), please indicate the year in which you obtained the certificate. If you did not pass this examination, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

| *Language* | *LPE year* | *Read* | *Understand* | *Speak* | *Write* | *Institution and diploma (period(s) of study)* |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

## Section V. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: [ F ] [ M ] Index No.: [ ][ ][ ][ ][ ][ ]

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Administration _____ Economics _____ Finance _____ Information technology _____

Public information _____ Security _____ Social affairs _____ Statistics _____

Highest educational level:

High school [ ] Post-secondary [ ] Bachelor's degree [ ] Master's degree [ ] Other (PhD, etc.) [ ]

## Section VI. Certification of accuracy of information provided

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than **14 November 2008** in a sealed envelope marked Confidential, addressed to:

Central Examinations Board secretariat
Office of Human Resources Management, Room S-2590A
United Nations Secretariat
New York, NY 10017, USA
Fax: (212) 963-3683

E-mail: OHRM-GtoP@un.org

For duty stations outside New York, please fax the application if possible. Where a fax machine is not available, please use the United Nations pouch.

**Important: applications that are incomplete or do not include essential information may be rejected.**

I certify that the above information is correct to the best of my knowledge and understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I also understand that it is my responsibility to report immediately any changes in the foregoing information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

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_____

_____

_____

☐ Most recent PAS

**Competitive examination for recruitment to the Professional category of staff members from other categories**

The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent change in duty station, either prior to or during the examination process.

*Central Examinations Board stamp*

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.